



Pre-Construction Team Member – Estimator

Location: Chester, PA

Type: Full Time

Experience: 3+ years

Caritas Construction is a leading full service commercial construction management company headquartered in Chester, PA. With a Team of seasoned construction professionals, Caritas employs the latest in technology and embraces Client driven focus to deliver beyond the Client's expectations.

If you have a passion for construction and a heart for Client service and enjoy building the landscape of the future with a Team of talented construction professionals who share your same passion and vision, we'd love to meet you!

Caritas Construction is currently recruiting for a full time Estimator to join our Pre- Con & Estimating Team based in our Headquarters in Chester, PA.

Caritas Commercial Estimator - PA and NJ will have experience in all trades from ground up new construction as well as renovation projects for the following building sectors: multi-family; hospitality, retail, healthcare, college & university; office and light industrial.

Caritas Pre-Construction Teammates are responsible for planning and executing the Bid Proposal process. They are accountable for delivering results that are responsible to our Clients' objectives while providing an "exceptional" Client experience.

The Estimator position will be responsible for Client interaction, forecasting project costs, proposing value engineering opportunities, reviewing constructability, preparing preconstruction schedules as well as construction phase milestone schedules, gathering details, & compiling data to quickly and accurately estimate all production & resource costs according to specifications.

Estimator Daily Responsibilities:

Planning:

- The ability to skillfully and accurately understand the scope of a new project or building from conceptual drawings.
- Recognize the opportunities to value engineer design drawings.
- Identify document conflicts and determine ideal strategy for bidding.
- Collaborating with the design Team to develop the most efficient and cost-effective building systems and components for the specific project and Client requirements.

- Working with project administrators, disbursement of plans, specifications and addendums to bidders.
- Proper application of correct wage rates, fringe benefits, taxes and mark-ups to base estimates.
- Strong understanding of Pennsylvania, New Jersey and Delaware sub-contractors.
- Adequately develop scopes of work and properly analyze bids to procure optimum coverage for all work items.
- Review of all bidding documents and summarize risk for operations team and chief estimator.
- Inspect jobsite to assess local conditions.

Bidding Process:

- Prepare estimate using various tools including MS Excel.
- Create complete bidders list from ProCore.
- Evaluate offers to purchase by costing changes, additions, and site requirements.
- Complete subcontractor scope of work for each bidding project
- Obtain bids from vendors and subcontractors by specifying materials; identifying qualified subcontractors; negotiating price.
- Correspond with Sub Contractors, Owners, Architects and Engineers.
- Coordinate with the Project Manager on all bidding projects regularly
- Use all data available to prepare bid so that bids are accurate to final job costs.

Prepare proposals:

- Maintains cost keys and price masters by updating information.
- Resolve cost discrepancies by collecting and analyzing information.
- Prepare special reports by collecting, analyzing, and summarizing information and trends.
- Maintains quality service by following organization standards.
- Manage all bid day activities.

Final Buyout:

- Assist Project Manager in contract negotiation.
- Communicate with Project Manager any RFI's, or conflicts.
- Perform accurate quantity take-offs.
- Computerize data input and estimate organization in software database.
- Solicitation of subcontractor/vendor quotations.
- Accurate pricing of quantities for labor, material, equipment and subcontract work items.
- Expedite general requirements and schedule input from Operations Team.
- Prepare the required documentation for the estimate review meeting and notify other Team members of date, time and location of review.
- Maintain bid bond request forms and contract review.



- Maintain proper files on each estimate.

Client Development:

- Represent the company with the Client and Design Consultants during the entire pre-construction process.
- Attend business development meetings.
- Attend convention and conferences as required.

Required Responsibilities:

- Interpreting design development drawings to understand the complexities of the project and the costs, time, manpower and trades required to perform successfully.
- Defining subcontractor trades required for construction document distribution.
- Translating information contained in construction documents to scopes of work for all trade disciplines.
- Identifying potential subcontractors and analyze and level subcontractor's quotations.
- Clarify bid documents and issue RFI's.
- Drafting & proposal documents.
- Provide value engineering cost savings options for consideration by our clients.
- Coordination with client representatives, architects, engineers, construction managers, and consultants to establish project requirements, budget, specifications and schedules.
- Ability to read and thoroughly understand construction specifications, geotechnical reports, RFP's etc.
- Ability to read and thoroughly understand architectural, structural, mechanical, electrical, and civil blue prints.
- Ability to clarify bid documents and issue RFI's to architects and owners.
- Ability to attend offsite meetings, walk through's, etc.
- A proven record of pre-construction and estimating success in ground up, renovations and interiors project ranging from \$1,000,000 to \$50,000,000.
- Proven Utilization of value engineering and sustainable design concepts to improve value and efficiencies
- Exceptional mathematic abilities.
- Advanced knowledge of MS Excel and MS Project.
- Strong communication and analytical skills.
- 4 year (BS) degree in engineering, architecture, and/or construction management or commiserate experience.

Additional Desired Skills:

- OSHA 30 Hour Certified



- OnCenter screen take-off software experience
- Field project management experience
- New business development
- LEED Certification
- PHIUS Certification